

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 3, 1998

ALL-COUNTY LETTER NO. 98-06

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FAMILY PRESERVATION AND  
SUPPORT PROGRAM COORDINATORS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by  
One or More Counties
- ☒ Initiated by CDS

SUBJECT: GUIDELINES FOR THE FAMILY PRESERVATION AND SUPPORT  
PROGRAM (FPSP) COUNTY UPDATES

This letter is to provide you with guidelines and timeframes for submission of county FPSP plan updates for federal fiscal year 1997, the fourth year of FPSP implementation.

The California Department of Social Services (CDSS) has the responsibility for overseeing the implementation of the federal FPSP in California. As part of that oversight responsibility, each year CDSS is required to submit a progress report to the Federal Government illustrating how FPSP funds have impacted program design, the delivery of services, and the quality of life of children and families served. The State is charged with submitting the update as part of a comprehensive report that represents a consolidation of the planning and reporting requirements for Title IV-B programs. The consolidated plan must be submitted by the State no later than June 30, 1998. In order for CDSS to meet this deadline, the county's FPSP plan update must be complete and submitted on time.

The submission of the update serves as an opportunity for each county to describe the progress that has been made towards meeting FPSP goals and objectives. Enclosed with this letter is the information necessary for counties to complete the update process. Two copies of your county's plan update must be submitted to the following address no later than March 30, 1998.

California Department of Social Services  
Children's Services Operations Bureau  
744 P Street, MS 19-90  
Sacramento, California 95814

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If you have any questions, or need clarification, please contact your FPSP consultant in the Children's Services Operations Bureau at (916) 445-2832.

Sincerely,

A handwritten signature in black ink, appearing to read "Marjorie Kelly". The signature is fluid and cursive, with the first name "Marjorie" written in a larger, more prominent script than the last name "Kelly".

MARJORIE KELLY, Deputy Director  
Children and Family Services Division

c: California Welfare Directors Association

Enclosure

## **INSTRUCTIONS FOR REVIEW AND UPDATE OF THE FAMILY PRESERVATION AND SUPPORT PROGRAM (FPSP) FIVE-YEAR PLAN**

Please provide a description of the FPSP programs, progress made during the past year, and any changes planned for the upcoming year of the FPSP. The format and information required are as follows:

- o Executive Summary
- o Planning and Collaborative Partnerships
- o Goals/Outcomes/Indicators
- o Evaluation Methodologies
- o Services
- o FPSP Linkages to the California Work Opportunity and Responsibility to Kids (CalWORKs) Program county plan

### **Executive Summary (Maximum 1 page)**

Please provide an "executive summary" of your county's updated plan.

### **Planning and Collaborative Partnerships (1-2 pages)**

Provide a statement describing the present status of the planning and collaborative partnerships in the county. Include in your description:

1. What changes occurred, or will occur, in the relationships among entities involved in the collaborative effort in order to maximize/improve service delivery?
2. At what level does consultation occur within the collaborative process and how are cooperative planning entities active? How are community members included in the decision-making process?
3. Identify changes or progress in how the county has:
  - o Coordinated the provision of services with representatives of federal, state, county, non-profit and private programs to develop a more comprehensive and integrated service delivery system. Include descriptions of how FPSP services are coordinated with other child welfare services, independent living program services and child abuse prevention efforts.
  - o Coordinated services with other federal, state, county and non-profit or private programs serving the same population. We are particularly interested in hearing about (and encouraging counties in their future planning for FPSP) the building of stronger linkages between child welfare services and alcohol and drug treatment systems. Include a description of the process/methods/activities FPSP uses or will use to strengthen communications and referral agreements between the county welfare

department and substance abuse treatment systems in the interest of both family stability and child safety. An example of an activity that could be included in the plan would be cross-training for child welfare workers and substance abuse workers on substance abuse issues and child welfare issues.

- o Integrated other federal, state, and county funding sources (e.g., Title IV-A, Title IV-B Subpart 1, community-based prevention grants, alcohol and drug abuse service funds, etc.) in order to maximize funding for FPSP services.

### **Goals/Outcomes/Indicators (1-2 pages)**

Briefly describe progress in accomplishing the goals for the county's FPSP five-year plan, including changes in the goals, and the associated outcomes and indicators that have been or will be used to measure county progress and success. Include in your description:

1. What new or expanded programs/services have been developed directly as a result of FPSP funds?
2. How does the county ensure that FPSP services are accessible to members of the community they are intended to serve?
3. How does the county ensure that its FPSP remains responsive to the needs of the families in the community?
4. What outcomes are expected at the end of the five-year funding period?
5. What have been the greatest challenges in implementing FPSP?
6. What have been the county's greatest successes as a result of FPSP?

### **Evaluation Methodologies (2-3 pages)**

1. Describe or provide an update on the methodology and measurement tool(s), both objective and subjective, being used to evaluate FPSP in your county. Provide a copy of your measurement tool(s). Please ensure you address:
  - o Who is conducting the evaluation and what is the focus?
  - o What are the specific outcomes to be measured?
  - o Did you gather, or plan to gather, information on client/agency satisfaction?
  - o What is the scope of the evaluation (e.g., population, time period covered, etc.)?

2. Identify progress made by the county toward collecting and analyzing baseline data. Depending on the goals, objectives, and outcomes selected, measuring progress must be based, in part, on quantifiable indicator data. Please describe results of activities such as monitoring mechanisms, quality assurance efforts, other information collection activities, other planning processes and internal evaluations.
3. Discuss the current findings of how your FPSP has impacted children, families and communities.
4. Describe to what extent the goals established in your five-year plan have been realized.

**Services (1-2 pages)**

1. Briefly describe your county's family preservation (FP) and family support (FS) services and discuss any changes that may have occurred.
  - o Specify the percentage of FPSP funding dedicated to FP/FS services.
2. Provide separate listings of FP and FS services.

**FPSP Linkages To The 1996 Welfare Reform Act (1-2 pages)**

How are FPSP activities in your county being linked to implementation of the CalWORKs program, if at all?

1. How, if at all, are family support services being used to help parents make the transition from welfare to work? Family preservation services?
2. What impact, if any, has implementation of the CalWORKs Program had on FPSP collaborative planning and requests for FPSP services?
3. What changes, if any, have been made in family support programs as a result of the CalWORKs program? (e.g., More involvement in preparing parents for employment, more home visits in the evening, expanded hours at night and on the weekends, etc.)